



MINUTES

**Ad Hoc on City Rental Properties
City Council Conference Room
Tenth Floor, City Hall
Thursday, March 25, 2004
12 noon**

Call to Order

The meeting was called to order at 12:02 p.m.

Roll Call

Councilmember Carol Wood, Chair

Councilmember Sandy Allen, Member

Councilmember Randy Williams, Member -- Excused Absence

Others Present

Terese Horn, Council Staff

Willard Walker, HRCS

Don Hulhanek, Law

Liza Estlund Olson, Management Services

Murdock Jemerson, Parks

Dave Wiener, Mayor's Office

Eleanor Love, Code Compliance

DISCUSSION/ACTION

Information on Rental Properties

Councilmember Wood reviewed the Committee's charge to review rental properties of City buildings and to determine if it is more prudent for the City to rent or own facilities and make a recommendation to Council for budget purposes.

There was a brief review of some of the buildings the City leases, i.e.; N Network Center, North and South Precinct, and Library. It was requested to obtain information on these properties; a list of all properties, how cost to lease, and to what group; etc.

Suggestions for issues to review are as described below:

- Is there a better way to utilize the property the City Leases – own or rent
- Groups not affiliated with the City that are using space -- Question Whether or Not we should Lease the Space
- Determine what groups is to use City buildings – how does the City make a consistent decision of who should use the facility
- Quality of life vs. Value of Group to the City of Lansing

Mr. Wiener stated that Mr. Jemerson indicated that he has a list but would like to have an opportunity to update it for the next meeting.

The following items were discussed to be part of the chart on city rental properties:

- Owner Occupied
- Janitorial or Copying Services
- Utilities
- Amount of Money the Lease Space would get or is getting – Is it at the going rate for Rental Office Space

- Length of Lease/Time that they have used Facility
- Is the Group getting other Additional Benefits other than the use of the Facility from the City
- Lease Agreement that could be used if needed to move a Group out of the City
- Look at Space Provided to Groups for little or nothing and Still Consider them as to what Service they Provide to the Public
- Parks – Space used for Nothing or Very Little and Under what Arrangements
- Set up some Basic Criteria to Follow when Considering Rentals
- Liability insurance – Utility – Financial Responsibility
- If the City starts the Group off by use of a Facility, Organizations need to have a Plan to meet a Particular Goal to rely on in Future Years – City as a Community Service Incubator

Mr. Jemerson stated that there are five lease agreements: MI Princess Boat – MSU have two Women Crew clubs (Women Crew Club and another Intramural program of Women Crew Club), and Lansing Ore and Paddle Club.

- What Groups are Renting City facilities and then Charging Public for a Service – What Benefits are they Contriving from the City's Facility?
- What Value to the Community
- Condition of the Building - Structural Condition- Maintenance of Building
- Assessment of the Condition of Building – At this time it is done on a as Needed Basis
- When Apply for Grants what Portion could go to the City for Maintenance – Noted that Most Grant Monies has a Confine of how Monies are to be Spent

Next meeting to be on April 8, 2004.

ADJOURN

The meeting was adjourned at 1:03 p.m.

Respectfully Submitted,
Terese Horn
Administrative Secretary
Lansing City Council

Approved by the Committee, _____

Appropriate documents attached to original set of minutes.



AGENDA

**Ad Hoc on City Rental Properties
City Council Conference Room
Tenth Floor, City Hall
Thursday, March 25, 2004
12:00 noon**

**Councilmember Carol Wood, Chair
Councilmember Sandy Allen, Member
Councilmember Randy Williams, Member**

- I. Call to Order**
- II. Roll Call**
- III. DISCUSSION/ACTION**
 - Information**
- IV. Other**
- V. Adjourn**

ADJOURN

The meeting was adjourned at p.m.

Respectfully Submitted,
Terese Horn
Administrative Secretary
Lansing City Council

Approved by the Committee,

Appropriate documents attached to original set of minutes.